

The Corporation of the Town of Minto

By-law 2018-10

Bylaw to establish Fees and Charges for various services provided by the municipality

WHEREAS Section 391 (1) of the *Municipal Act*, 2001 S.O. Chapter 25 as amended (hereinafter called “the Act”) permits a municipality and a local board to pass By-laws imposing fees or charges on any class of persons;

AND WHEREAS Section 398 of the *Municipal Act*, 2001 provides that fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality;

AND WHEREAS Subsection 398 (2) of the *Municipal Act*, 2001 provides that the treasurer of a municipality may add fees or charges imposed by a municipality to the tax roll and collect them in the same manner as municipal taxes;

AND WHEREAS pursuant to Section 69 of *The Planning Act*, R.S.O. 1990, as amended, provides that a Council of a municipality may pass a by-law to prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS pursuant to Section 7, *Building Code Act*, S. O. 1992, c, 23 as amended, provides that a Council of a municipality may pass a By-law to prescribe fees for the processing of applications for permits or for the issuance of permits;

AND WHEREAS Council of the Town of Minto deems it necessary and expedient to pass a by-law to prescribe fees and charges applicable for services as described in this By-law having given notice of the date the said by-law would be considered;

NOW THEREFORE the Council of the Corporation of the Town of Minto enacts as follows;

1. That the fees and charges as set out in Schedule A through Schedule K inclusive to this By-law shall be hereby set for the services described in the aforementioned Schedules.
2. That fees and charges will be subject to applicable taxes including but not limited to Harmonized Sales Tax (H.S.T.) unless exempt or otherwise noted in the aforementioned Schedules.
3. That all charges payable under this By-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Town of Minto owned by such person or persons and may be collected in the same manner as taxes, in accordance with Section 398 *Municipal Act*, 2001 S.O. Chapter 25 as amended.
4. That this By-law shall be known as the “Fees and Charges By-law”
5. That where this By-law establishes a fee and rate for a service described in the Schedules hereto, and another fee or charge is established in a by-law that pre-dates the effective date of this By-law, the fees and charges in this By-law and the Schedules hereto shall apply, and without limiting the generality of the forgoing By-law 2017-19 is hereby repealed in their entirety.
6. THAT this By-law shall come into force upon final passing thereof.

Read a first, second, third time and passed in open Council this 6th day of March, 2018.

Deputy Mayor Ronald Faulkner

C.A.O. Clerk Bill White

The Corporation of the Town of Minto
By-Law No. 2018-10

2018 user fees & charges index

	Page(s)
Schedule “A”- Administration Charges and Fees	1
Schedule “B” – Treasury Charges and Fee	2
Schedule “C” – Building and Development Charges and Fees	3-4
Schedule “D” – Recreation Charges and Fees	5-8
Schedule “E” – Public Service Charges and Fees	9
Schedule “F” – Fire & Emergency Services Administration Charges and Fees	10-11
Schedule “G”- Animal Licensing Charges and Fees	12
Schedule “H” – Cemetery Tariff Charges and Fees	13
Schedule “I” – Water and Sewer Charges and Fees	14-15
Schedule “J: - Transient Traders, Refreshment & Food Vehicles, Door to Door Sales	16
Schedule “K” – Planning Charges and Fees	17

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule “A”
Administration Charges and Fees

DESCRIPTION	PRICE
Photocopies	\$0.25 per page
Photocopies (Large Packages or special interest group)	\$0.10 per page
Facsimile to send or receive	\$1.00 per page
Facsimile to send or receive (for special interest groups)	\$0.25 per page
Lottery licenses	*3% of the total prize value listed on the license
Marriage Licenses	\$120.00
Civil Marriage Ceremony in Council Chambers during business hours	\$200.00 plus HST
Civil Marriage Ceremony outside Council Chambers	\$300.00 plus HST and expenses
Rehearsal Fee	\$75.00 plus HST and expenses
Renewal of Vows	\$75.00 plus HST and expenses
Commissioner’s signature for Corporations	\$25.00
Commissioner’s signature for Individuals	\$20.00
Commissioner’s signature (Multiple signatures, 3 or more)	\$50.00
Burial permit (death originated out of Town)	\$20.00
Burial permit (death originated in the Town of Minto)	\$10.00

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Application Fee	\$5.00
Search Time	\$7.50 per fifteen minutes
Record Preparation	\$7.50 per fifteen minutes
Photocopies	\$0.25 per page
Computer Disks	\$10.00 per disk
Computer Programming	\$15.00 per fifteen minutes
Shipping Costs	
Appeal Fee-Personal Information	\$10.00
Appeal Fee- General Information	\$25.00
Fire Administration Fee	\$35.00 per hour

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule “B”
Treasury Charges and Fees

DESCRIPTION	PRICE
Tax Certificates personal request (written or verbal)	\$10.00 each
Tax Certificates Professional request (written only)	\$30.00 each
Duplicate Receipt or Bill	\$20.00
Handling charges for transferring any uncollectable Accounts Receivable arrear to Tax Account	\$20.00
Tax Registration (does not include legal fees)	\$1,000.00
Tax Collection Fee (by registered letter)	\$20.00
Tax Sale of Land, Tender Packages	\$25.00
Finance Charge for unpaid accounts receivable	2% per month
Minimum charge of:	\$2.00
Water and Sewer or Tax Arrears Notice	\$5.00 per notice
Returned Item Charge – to apply to all services	\$40.00

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule “C”
Building and Development Charges and Fees

Tariff of Fees

No.	Building	Admin Fee	BP Fee (per sq. ft. unless noted)
1	Group A & B - Assembly and Institutional Occupancies		
	a) New Construction	\$300.00	\$0.65
	b) Renovation/Alteration	\$200.00	\$0.45
2	Group C - Residential Occupancies		
	a) New Construction - SFD	\$300.00	\$0.80
	b) New Construction - Multi-Residential (No Fee For Basement)	\$300.00	\$1.20
	c) Finished/Unfinished Basement		\$0.40
	d) Renovation/Alteration	\$200.00	\$0.80
	e) Attached Garage	\$200.00	\$0.45
	f) Deck/Porch	\$200.00	\$0.45
	g) Accessory Apartments	\$200.00	\$0.80
3	Group D & E Occupancies		
	a) New Construction	\$300.00	\$0.80
	b) Renovation/Alteration	\$200.00	\$0.40
4	Group F Occupancies		
	a) New Construction	\$300.00	\$0.45
	b) Renovation/Alteration	\$200.00	\$0.45
5	Agricultural		
	a) New Construction	\$200.00	\$0.20
	b) Liquid Manure Tanks		\$4.70 per Lin. Ft.
	c) Grain Bin/Tower Silo		\$325.00 Flat Fee
	e) Bunk Silos		\$400.00 Flat Fee
6	Accessory Structures	\$200.00	\$0.45
7	Demolition Permits		
	a) Class 'A'		\$115.00 Flat Fee
	b) Class 'B'		\$230.00 Flat Fee
8	Class 4 On-Site Septic Systems		
	a) New/Replacement System		\$450.00 Flat Fee
	b) Replacement Tank		\$150.00 Flat Fee
	c) Bed Replacement		\$300.00 Flat Fee
9	Plumbing Permit		\$138.00 Flat Fee
10	Conditional Permit		\$345.00 Flat Fee Plus Completion Permit Amount
11	Solid Fuel Fired Appliance		\$138.00 Flat Fee
12	Tent Permit		\$138.00 Flat Fee
13	Temporary Structure (Temp Dwelling, School Portable, Etc)		\$240.00 Flat Fee
14	Change of Use (No Construction)		\$115.00 Flat Fee
15	Solar		\$300.00 Flat Fee
16	Pool Fence Enclosure		\$138.00 Flat Fee

Notes To Table:

- a) An investigation fee of \$150.00 shall be applied where work has commenced prior to the issuance of the required building permit in addition to the building permit fee
- b) Any other building or structure not included above or where square footage cannot be calculated effectively, a rate of \$9.00 per \$1000.00 of construction value shall be charged for a building permit.
- c) Inspection only - no permit required: a fee of \$90.00 per hour shall be applied
Inspection requested and not ready or repeated failed inspections: a fee of \$90.00 shall apply per inspection
- d)

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule “C”
Building and Development Charges and Fees

Refund of Fees

STAGE OF PERMIT APPLICATION	REFUND (% OF ENTIRE FEES PAYABLE)
Application received No administrative functions done	90%
Application process Plans reviewed and permit issued or refused	60%
Permit issued and inspection(s) completed	0%

Notes To Table:

- a) When an application for a Building Permit has been revoked by the Chief Building Official, the amount refundable, as per above table, will be refunded to the applicant. In cases where the Building Permit fee has not been paid at the time of the application, the amount due at the time of revocation will be the Building Permit fee minus the refundable amount.
- b) No refund will be given when the application for refund has not been made within 12 months of the issuance of the permit.

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule “D”
Recreation Charges and Fees

	Price
Arena & Hall	
Auditorium (Friday or Saturday)	\$350.00 / day**
Kitchen (Friday or Saturday)	\$75.00 / day**
Set-up evening before rental (Friday or Saturday)	\$100.00 / day**
Small Room or under 50 people (Weekdays Only)	\$100.00 / day**
Auditorium (Sunday - Thursday)	\$250.00 / day**
Kitchen (Sunday - Thursday)	\$50.00 / day**
Set-up evening before rental (Sunday - Thursday)	\$50.00 / day**
Complete Hall & Kitchen for Youth Tournaments	\$250.00 / day**
Arena Surface (Licensed Event)	\$500.00 / day**
Curling Surface (Licensed Event)	\$400.00 / day**
Arena Surface (Non-licensed Event)	\$450.00 / day**
Curling Surface (Non-licensed Event)	\$350.00 / day**
Harriston Train Station	
Full Day (Non-Licensed)	\$75.00 / day**
Small Meeting, Community Use	\$15.00 / hour**
Norgan Theatre	
Theatre Area	\$50.00 / hour or \$300.00 / day**
Birthday Party	\$75.00
Arena	
Adult	\$128.00 / hour**
Local Youth Organized Sport (Saturdays)	\$97.00 / hour**
Local Youth Organized Sport	\$105.00 / hour**
Out of Town User (Minor Only)	\$116.00 / hour**
School / Non-Prime Ice (Weekdays 9am-5pm)	\$60.00 / hour**
School Physical Education Class	\$40.00 / hour**
Private Shinny	min \$40.00, max \$60.00 / hour**
Public Shinny	\$5.00 / person
Shinny Pass	\$75.00/year
Sponsor Public Skating (Corporate)	\$100.00 / session**
Indoor Summer Sports	\$50.00 / hour**

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule “D”
Recreation Charges and Fees

	Price
Ball Diamonds	
Minor	\$36.00/ player**
Adult and Single Game (up to 15 games)	\$50.00 / game**
Tournament - Adult - 1 day	\$250.00 / diamond**
Tournament - Adult - 2 day	\$300.00 / diamond**
Tournament - Adult - 3 day	\$350.00 / diamond**
Tournament - Minor - 1 day	\$175.00 / diamond**
Tournament - Minor - 2 day	\$200.00 / diamond**
Tournament - Minor - 3 day	\$225.00 / diamond**
Lights Left On	\$50.00 / occurrence**
Soccer Fields	
Minor	\$36.00 / player**
Adult and Single Game	\$50.00 / game**
Parks	
Pavilion (Non-licensed)	\$60.00 / day**
Pavilion (Licensed)	\$100.00 / day**
Summer Adventure Camp	
Per Day	\$30.00
Week - 1 Child, 2 Children (Same Family, Each)	\$120.00 / \$110.00
Swimming Lessons	March 31 / April 1
Red Cross Swim Preschool & Swim Kids (Level 1 - 4)	\$70.00 / \$75.00
Red Cross Swim Kids (Level 5 - 8)	\$75.00 / \$80.00
Red Cross Swim Kids (Level 9 - 12)	\$75.00 / \$80.00
Advanced Programs	
Bronze Star	\$150.00
Bronze Medallion	\$200.00
Bronze Cross	\$200.00
Combined Bronze Medallion/ Cross	\$350.00

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule “D”
Recreation Charges and Fees

	Price
Private Swimming Lessons	
1 Private Swimming Lesson (1/2 hour)	\$20.00
5 Private Swimming Lessons (1/2 hour)	\$90.00
8 Private Swimming Lessons (1/2 hour)	\$130.00
10 Private Swimming Lessons (1/2 hour)	\$160.00
1 Semi-Private Lesson (1/2 hour) - max 3 children	\$17.00
5 Semi-Private Lessons (1/2 hour) - max 3 children	\$75.00
8 Semi-Private Lessons (1/2 hour) - max 3 children	\$110.00
10 Semi-Private Lessons (1/2 hour) - max 3 children	\$130.00
Pool Programs	
Junior Lifeguard Club	\$40.00
Swim Team Individual	\$60.00
Swim Team Family	\$140.00
Pool Admissions	
Individual Seasons Pass	\$100.00
Family Seasons Pass	\$200.00
Book of 10 Passes	\$32.00
Single Admission (5 years of age+)	\$4.00
Single Family Admission (max 6 family members)	\$14.00
Aqua Fit, Aqua Boot Camp, Aqua Zumba Single Admission	\$7.00
Pool Rental	
Under 25 people	\$100.00**
Over 25 people	\$150.00**
School	\$2 / child
Other Programs	
Babysitter Course	\$50.00
Hometown Ball	\$40.00
Grassroots Hockey	\$90.00
Grassroots Soccer	\$40.00
Smart Serve	\$50.00
Fitness Classes	\$50.00

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule “D”
Recreation Charges and Fees

	Price
Extras	
Buck & Doe & Wedding Reception Combo (discount off 2nd rental)	(\$100)
Table rental (Wooden Only)	\$5.00 / day
Chair rental	\$1.00 / day
Arena Ice Ad	\$300.00**
Arena Board Ad	\$300.00**
Wall Hung Board Ad	\$200.00**
Camp site (groups 15 or more, agreement required)	\$25.00 / 1 day**
Camp site (groups 15 or more, agreement required)	\$40.00 / 2 days**
Camp site (groups 15 or more, agreement required)	\$50.00 / 3 days**

Non-Ice Rates Effective January 1st of Calendar Year

Ice Rates Effective July 1st of Calendar Year

** plus HST

The Corporation of the Town of Minto
By-law 2018-10
Schedule “E”
Public Service Charges and Fees

DESCRIPTION	FEE
Sewer Rodding	
During regular hours per call	\$100.00
Off hours or weekends per call	\$150.00
Statutory Holidays per call	\$250.00
Camera Fee	\$100.00
Water up to and incl. 1” service	
Tapping the water main	\$250.00
Hook up to water main Inspection	\$75.00
Hook up to sewer Inspection	\$75.00
Water and Sewer Inspection of new Buildings (including turn on)	\$125.00
Water shut off or turn on	\$75.00
Water shut off or turn on Weekends or After Hours	\$125.00
Paved Road with curb or sidewalk	\$2,900.00
Paved Road only	\$2,400.00
Gravel Road only	\$2,100.00
No Road	\$1,500.00
Services over 1”	Time & Material
Sanitary Sewer- up to and incl. 6” service	
Paved Road with curb or sidewalk	\$3,500.00
Paved Road only	\$3,000.00
Gravel Road	\$2,600.00
Services over 8”	Time & Material
Oversized Water Line Service	\$2,100.00
Oversized Sanitary Sewer Line Service *Estimated base corrected on Construction Costs	\$2,600.00
Infill Lot Frontage Fees *Collectable at the time of severance (\$80 per meter water, \$80 per meter sewer, \$61 per meter storm sewer)	\$221.00 per meter
Entrance & Damage Deposits	
Inspection Fee	\$100.00
Permit Fee	\$50.00
Urban/Rural Damage Deposit	\$1,000.00
Hidden Driveway signs installed	\$240.00
Drainage	
Tile Drainage Inspection	\$200.00
Palmerston Parking Permits	\$200.00/annually

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule “F”
Fire & Emergency Services Administration Charges and Fees

Occupant Load Licenses

The following fees shall apply to services related to an application for issuance of licenses defining the maximum occupant load of places of assembly, having more than 60 persons. This includes but is not limited to public halls, arenas, auditoriums and occupancies wherein alcoholic beverages are served.

DESCRIPTION	FEES
Where alcoholic beverages are served	\$100.00
All other	\$75.00

Inspections Under the Ontario Fire Code

Application for special building inspections under the Ontario Fire Code shall be charged the following rates based on category.

DESCRIPTION	FEES
Inspections	
Single residence	\$100.00
Assembly	\$100.00
Institutional/industrial/commercial	\$125.00
Commercial/Retail	\$100.00
Apartments/condominiums	\$100.00 + \$10.00 per unit
Reports	
File Search/Fire reports/Property Searches	\$100
Letter to insurance and real estate companies	\$100
File Search for Environmental Issues	\$100
Reviewing Risk & Safety Management Plans	\$50.00 per hour per staff member

Incidents on Public Roadways

All incidents on all provincial highways, county roads and all other locations to which the Town of Minto Fire Service vehicles are dispatched shall be charged and shall pay to the Town of Minto the cost of such services as per the Ministry of Transportation of Ontario’s (MTO) rates Charges under the Spills Act or the Transportation of Dangerous Goods Act shall be charged in addition, if applicable.

Administration and Enforcement of Spills Act and Transportation of Dangerous Goods Act

The clean up of hazardous material spills shall be charged at MTO rates plus the cost of any cleanup materials used and shall be payable by the person or persons creating or causing such spill as determined at the sole discretion of the Chief of the Town of Minto Fire Service. The cost of a third party spill cleaner will be the responsibility of the person or persons creating or causing such spill.

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule “F”
Fire & Emergency Services Administration Charges and Fees

Illegal Burning Related Charges

The Minto Fire Department, at the discretion of the Fire Chief, can charge the property owner the same rates as Incidents on Public Roadways if the property owner or occupant is contravening the Town of Minto Burn By-Law.

Extraordinary Expenses

If Minto Fire responds to a fire or other emergency at a property and determines, or the Fire Chief or Deputy Chief determines, that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water, and medical supplies, in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged the expenses incurred by Minto Fire for retaining a private contractor, renting special equipment and/or using consumable materials, as applicable.

If Minto Fire responds to a fire or other emergency at a property and incurs damage or contamination to equipment such as personal protective equipment, hoses or other non-consumable materials that require cleaning and decontamination or replacement thereof, as a result of the service to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged the expenses incurred by Fire & Emergency Services for cleaning and decontamination or replacement of equipment, as applicable, and shall be recovered as a fee under this By-law.

Securing of Premises

Securing of premises after a fire (i.e., by the sealing or boarding of doors and windows, etc.), shall be charged at an hourly rate plus materials used. If firefighters are employed for barricading the rate shall be \$35.00 per firefighter per hour and such charges shall be payable by the owner or owners of the premises.

False Alarms

The following procedures and fees shall apply only when it has been determined at the sole discretion of the Chief of the Town of Minto Fire Service that the false alarms were preventable. The total shall be calculated within each calendar year with each year being considered separately.

First false alarm Fire prevention to follow up and determine why. Registered letter to be sent indicating possible financial implications of re-occurrences.

Second false alarm Final notice sent by registered mail.

Third false alarm Invoice for six hundred dollars (\$600.00) payable by the owner or owner’s of the premises.

Fourth false alarm Invoice for twelve hundred dollars (\$1200.00) payable by the owner or owner’s of the premises.

Each false alarm after the fourth Will be invoiced for twelve hundred dollars (\$1,200.00) payable by the owner or owners of the premises.

DESCRIPTION	FEE
Fire Extinguisher training sessions	\$75.00 per hour, one hour minimum
Posting a Fire watch under the Ontario Fire Code	\$450.00 per hour per truck
Each additional half hour or part thereof	\$225.00 per half hour per truck
Consultation/Advice to Professional Groups	\$100.00 per hour
Classroom Rental Fire Halls with Kitchen	\$150.00 per day
Classroom Rental Fire Halls without Kitchen	\$100.00 per day
Chemicals used to suppress or prevent fires or explosions (often referred to as foam agents)	\$75.00 per 5 Gal Container

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule “G”
Animal Licensing Charges and Fees

Backyard Hen Licensing Fee - \$75 per year

For a license issued with respect to a dog, the license fee shall be as follows;	Before April 1	After March 31
1 a. Per dog for the first, second and third dog	\$20.00	\$35.00
1 b. Per dog for dogs picked up without a current tag	\$50.00	\$50.00
1 c. Fee for a dog picked up running at large	\$150.00	\$150.00
1 d. Impound fee	\$25.00/day	\$25.00/day

Note: The lower fee as set in row 1.a shall apply if such fees are paid within fifteen (15) days of the dog becoming twelve (12) weeks old or upon moving into the municipality.

	Before April 1	After March 31
Fee for replacement of lost dog tag	\$5.00	\$5.00
Fee for Kennel license	\$150.00	\$200.00
Inspection fee by Provincial Offences Officer	\$75.00	\$75.00

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule “H”
Cemetery Tariff Charges and Fees

SALE OF INTERMENT RIGHTS

Classification of Purchaser	Interment Rights	Maintenance & Care	Total
Plots (Allows 1 Non-Cremation Burial or 4 Cremations)			
Resident of Minto	\$480.00	\$320.00	\$800.00
Non-Resident	\$600.00	\$400.00	\$1,000.00
Cremation Garden (Allows 2 Burials)			
Resident	\$270.00	\$180.00	\$450.00
Non-Resident	\$330.00	\$220.00	\$550.00
Columbarium (Allows 2 Urns)			
Resident of Minto Lower 3 rows	\$480.00	\$320.00	\$800.00
Resident of Minto Top 3 row	\$600.00	\$400.00	\$1,000.00
Non-Resident Lower 3 rows	\$600.00	\$400.00	\$1,000.00
Non-Resident Top 3 rows	\$720.00	\$480.00	\$1,200.00

INTERMENT CHARGES (OPEN AND CLOSE)

Adult	Child(to 8 yrs)	Infant (to 1 yr)	Cremation	Cremation	Columbarium
				(with vault)	
April 16 to November 30 (Weekdays 9 am to 4 pm)					
\$500.00	\$300.00	\$250.00	\$250.00	\$350.00	\$150.00
December 1 to April 15 (Weekdays 9 am to 4 pm)					
\$750.00	\$400.00	\$350.00	\$450.00	\$450.00	\$250.00
Additional Charges for Saturdays, Sundays & Holidays					
\$500.00	\$150.00	\$100.00	\$100.00	\$100.00	\$100.00

MONUMENT CHARGES

DESCRIPTION	FEE
Location and Inspection	
Monument Foundations and Markers	\$50.00
Four corner markers (purchase of 3 or more lots)	\$100.00
Maintenance and Care Funds Surcharge	
Upright monument with dimensions of 48” or less	\$100.00
Upright monument with any dimension greater than 48”	\$200.00
Flat Marker measuring at least 173 sq in	\$50.00
Other Charges	
Disinterment - April 16 to Nov 30 (Reburial Extra)	\$800.00
Winter Storage	\$100.00
Grass and Device Setup	\$100.00
Transfer of Interment Rights Certificate	\$50.00
Winter Burial Extra for Snow Removal	\$150.00 per hour

ALL CHARGES ARE SUBJECT TO HST

The Corporation of the Town of Minto

By-Law No. 2018-10

Schedule “I”

Water and Sewer Charges and Fees

Commencing the first complete billing of each calendar year.

1. Non metered rates:

		2018
WATER	48.75	58.30
SEWER	57.50	66.70

2. Monthly Billing Amount Formula

The monthly amount payable rate shall be calculated for all customers using the following monthly billing formula:

Monthly billing amount= Administrative Charge + Volume Charges + Per Unit Charges
as per Part a) below as per Part b) below as per Part c) below
if applicable

a) Administration Charges:

Based on the meter size in the left column, the applicable charge for water and the applicable charge for sewer in the relevant year shall be included in the monthly billing amount formula.

Meter	\$Water	\$Sewer	\$Water	\$Sewer	\$Water	\$Sewer	\$Water	\$Sewer	\$Water	\$Sewer
Size	2017		2018		2019		2020		2021	
¾”	19.00	19.00	20.00	20.00	21.00	21.00	22.00	22.00	23.00	23.00
1”	21.00	21.00	22.00	22.00	23.00	23.00	24.00	24.00	25.00	25.00
1 ½”	25.00	25.00	26.00	26.00	27.00	27.00	28.00	28.00	29.00	29.00
2”	30.00	30.00	31.00	31.00	32.00	32.00	33.00	33.00	34.00	34.00
3”	32.50	32.50	33.50	33.50	34.50	34.50	35.50	35.50	36.50	36.50
4” +	40.00	40.00	41.00	41.00	42.00	42.00	43.00	43.00	44.00	44.00

b) Volume Charges

Based on the consumption rate in the left column, the applicable volume charge for water and the applicable volume charge for sewer in the relevant year shall be included in the monthly billing amount formula.

Water / m3	2017	2018	2019	2020	2021
0 – 250	1.88	2.05	2.21	2.34	2.49
251 – 500	1.44	1.54	1.62	1.70	1.79
501 - 3000	1.24	1.32	1.39	1.46	1.53
3001 +	0.41	0.44	0.46	0.48	0.50
Sewer / m3	2017	2018	2019	2020	2021
0 – 250	2.78	2.87	2.96	3.06	3.15
251 – 500	2.08	2.13	2.19	2.24	2.30
501 - 3000	1.77	1.81	1.86	1.90	1.95
3001 +	0.47	0.48	0.49	0.51	0.52

c) Monthly Per Unit Charges for Multiple Units:

For multiple unit properties, the amount payable under the Monthly Billing Amount Formula shall be increased by an additional charge of \$7.50 per unit for each unit above one unit.

3. Tap In Charges

- The minimum charge to connect a lateral water service up to one inch in diameter into a municipal water main shall be \$1,150.00 (plus HST). To connect a lateral service over one inch, the cost shall be based on the applicable time and material for the lateral installation including restoration from the water main to the property line (plus HST).
- The charge to connect a sanitary sewer lateral shall be based on applicable time and material for installation, plus restoration, from sanitary main to the lot line (plus HST).

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule “I”
Water and Sewer Charges and Fees

4. Service Charge

- a) A charge of \$75.00 (plus HST) shall be payable for same day disconnecting and reconnecting. \$125.00 on weekends or after hours
- b) The charge of \$75.00 (plus HST) shall be levied for disconnecting water and a further charge of \$75.00 (plus HST) shall be levied for reconnection. \$125 on weekends or after hours
- c) In addition to applicable charges above a service charge of \$100.00 (plus HST) shall apply where water is to be disconnected or connected
- d) New buildings will receive a 1 time charge of \$125.00 for Inspection of water/sewer and water turn on as required (up to a maximum of 3 times).

5. Broken Water Meter

Time and Material (plus HST)

6. Bulk Water Charges

- a) A charge of \$100.00 (plus HST) shall be payable for Hook Up & Disconnect each day of bulk water transfer.
- b) A volume charge per cubic meter shall be levied at \$3.00/m³ as per Section 1. b) of this By-Law.

7. Late payment charges for any account shall apply as outlined in the applicable fees and charges by-law.

8. Temporary Removal and Reinstallation Charge

- a) A charge of \$150.00 (plus HST) shall be payable for a temporary removal and reinstallation charge.

9. Meter Testing Charge

- a) A charge of \$275 (plus HST) shall be payable prior to commencement of water meter testing.

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule “J”
Transient Traders, Refreshment & Food Vehicles, Door to Door Sales

DESCRIPTION	FEES (1 year)	Fees July 31-Dec 30
Transient Trader License	\$250.00	\$125
Refreshment and Food Vehicles License	\$250.00	\$125
Door to Door Sales	\$250.00	\$125

*For more information on obtaining the above licenses, see current Transient Traders By-law

The Corporation of the Town of Minto
By-Law No. 2018-10
Schedule “K”
Planning Charges and Fees

Description	Fee
Zoning Amendments	
Deposit	\$1,500.00
Administration	\$700.00
Holding Zone Removal By-law	
Administration Fee	\$500.00
Plan of Subdivision or Condominium	
Deposit	\$12,000.00
Administration	\$3,000.00
Site Plan Control Approval & Agreement	
Minor	
Deposit	\$2,850.00
Administration	\$750.00
Site Plan Control Approval & Agreement	
Complex	
Deposit	\$6,000.00
Administration	\$1,000.00
Lot Grading /Security Deposit	
Deposit	\$1,800.00
Administration	\$200.00
Consent Agreements	
Deposit	\$2,000.00
Administration	\$600.00
Minor Variance	
Deposit	\$1,000.00
Administrative	\$600.00
Proposed Surplus of Lands	
Administration (Plus expenses to the selling of the proposed surplus of lands)	\$500.00
Deposits less the disbursement fees and third party fees will be refunded. Disbursements may include but are not limited to: postage, laminating, registration of documents and photocopying. Third Party Fees include but are not limited to planners, engineers, solicitors, advertising of notices and similar costs.	

Other Planning Charges	
Any other application under to the provision of the <i>Planning Act</i>	\$2,000.00
Part Lot Control	\$500.00
Certified List of Landowners for any application	\$100.00
Severance Clearance of Conditions	\$50.00
Cash in lieu of Parkland Lots by Severance	\$500.00 per lot
Fee for services provided by municipal employee	\$50/hour/employee
Zoning Compliance Professional Request (written only)	\$50.00
Town of Minto Comprehensive Zoning By-law (per copy)	\$25.00
Lot Deeming By-law	\$500.00
Encroachment Agreement	\$500.00